#### 27 November 1961

MEMORANDUM FOR: Chief, Finance Division

FROM

: Chief, WH

STATINTL

SUBJECT

: Overtime

Overtime claimed by your employee, detailed to WHE as shown on the attached Summary Sheet was authorized and performed. If you wish, you may record this overtime and periodically submit a statement to us for reimbursement from our Allotment #2435-5451-1000 (Vouchered) or #2335-5451-1000 (Unvouchered).

**STATINTL** 

**STATINTL** 

Att.

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_		ZATION OF OVERTIME AND			
Comptroller			ė,		
Chief, Finance Division				2263-1040-1000	
PAY PERIOD			ESTIM	ESTIMATED NUMBER	
BEGINNING		ENDING	HOURS	EMPLOYEES	
12 November 1961	2.	5 November 1961	7	1	
		JUSTIFICATION WHICH OVERTIME IS TO BE USED.			
on an ove	rtime Dasis	with an "Eyes Only" Pr			
on an ove	rtime Dasis	with an Eyes Only 11			
on an ove	rtime Dasis	with an Eyes Only 11			
on an ove	rtime Dasis	with an syes only 11			
OR WILL OVE	rtime Dasis	with an syes only 11			
OR THE OVE	rtime Dasis	with an syes only 11			
		SIGNATURE OF SUPERVISOR (if a			
·		SIGNATURE OF SUPERVISOR (if a		25X1A9a	
ATE	TYPED NAME AND S	SIGNATURE OF SUPERVISOR (if a		25X1A9a	
ATE 25X1A9a CONCURRENCE (11	TYPED NAME AND S	SIGNATURE OF SUPERVISOR (if a	pplicable)	25X1A9a	

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(When Filled In) ADJUSTMENT VOUCHER FOR ACCOUNTING USE ONLY To Adjust Allotment Charges for Detailed Personnel VOUCHER DATE (2-6) VOUCHER NUMBER (7-12) FOR COMPLETION BY OFFICE REQUESTING ADJUSTMENT TO: ACCOUNTS BRANCH (Fiscal Division) OFFICE OF ORIGIN **ECHTERIS** PERIOD OF ADJUSTMENT FROM 2 May 1961 To 25 Nov 1961 HOURS AND COST OF SERVICES PERFORMED REGULAR OVERTIME NIGHT DIFF. BASIC ANNUAL RATE HOLIDAY CONTRIBUTIONS 25X1A9a NAMES CIVIL SERV. 6 1 % OF COL. 4 CURRENT SOC. SEC. RATE OF COLS. 4, 6, 8 AND 10 TOTAL COSTS COL. 4+6+8 +10+11 OR 12 HOURS COST HOURS COST HOURS COST HOURS COST (3) (4) (5) (6) (7) (8) (9) 94930 (10) (11) (13) **332.55** \$32.55 TOTALS \$6930 7 \$32.55 \$32.55 OFFICE OF ALLOTTEE ACCEPTING CHARGES OFFICE DESIGNATION ALLOTMENT TO BE CREDITED ALLOTMENT TO BE CHARGED 2435-5451-1000 WA. 25X1A 25X1A9a 2263-1046-1000 FUNDS AVAILABLE DATE APPR REF. NO. BUDGET AND FISCAL OFFICER FOR ACCOUNTING USE ONLY (13-39) (40-42)(47-52) (54-57) (59-67) (68-70) (71-80) AMOÚNTS OBLIG. REF. NO. GENERAL LEDGER ACCT. NO. DESCRIPTION ALLOTMENT LEDGER ACCT. NO. TRANS OBJECT CLASS DEBIT CREDIT COPY SENT TO DATE TOTAL PREPARED BY DATE APPROVED BY NO 

(1-49)

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### REPORT OF OVERTIME AND HOLIDAY WORK PERFORMED

MAME

G8-9

STATINTL

PERIOD

: 12 - 25 November 1961

COMPONENT

: DDP/WH

STATINTL

CHARGEABLE TO: Allotment #2435-5451-1000 (Vouchered) #2335-5451-1000 (Unvouchered)

DATE

HOUSE

0/T

25 Nov 61

0830-1600

APPROVED: 7 Hours Overtime

(三) [ 93] [ 4]

STATINTL